

## PUBLIC NOTICE No. 7195/2021

1. In accordance with the legal framework of academic careers in the Polytechnic education sector (ECPDESP) approved by Decree-Law no. 185/81 of 1 July as amended by Decree-laws no.69/88 of 3 March and 207/2009 of 31 August, and by Law no. 7/2010 of 13 May as well as with IPT regulations on faculty recruitment and selection, it is hereby notified that, by order of the President of the Instituto Politécnico de Tomar dated 17 March 2021, a call for applications is open for a period of thirty working days starting from the date of publication of this notice in the Diário da República to fill a vacant position for an Associate Professor (*Professor Adjunto*) with an employment contract for an indefinite term for the area of **Business Sciences, sub-domain of Finance** within the Business Science Department of the Instituto Politécnico de Tomar.
2. **Validity Period:** this procedure is intended only to fill the above-mentioned vacancy and closes when the position is filled.
3. **Job content:** includes the duties pertaining to the teaching staff serving in the polytechnic sector in accordance with Article 2-A of the ECPDESP such as: to perform assigned teaching tasks and supervise and monitor students; carry out research, cultural and experimental development activities; take part in activities related with extension, scientific and technological dissemination and economic and social use of expertise as well as participate in the governance of the HE institutions/schools/departments they belong to. Pursuant to Article 3(4) of the ECPDESP, Associate Professors (Professores Adjuntos) in particular are responsible for collaborating with Full Professors (Professores Coordenadores) in a course or subject area; organising and teaching courses/modules; organising, supervising and monitoring internships, seminars and lab/field work; leading, developing and carrying out research and experimental development activities according to the guidelines dictated from above for the respective course or subject area and cooperating with their peers in the design and coordination of syllabuses, teaching methods and broad lines of research in that area.
4. **Remuneration level:** in accordance with Article 35(1) of the ECPDESP, remuneration will be pursuant to payment regime regulated by a separate piece of legislation applicable to tenure-track and non-tenure track faculty in universities, polytechnics and research institutions approved by Decree-Law no.408/89 of 18 November, with subsequent amendments introduced by legal and regulatory legislation that revalued and increased base remuneration and the legal rules that introduced salary reductions for public administration.
5. **Admission requirements:**
  - 5.1 - In accordance with article 17 of the legal and regulatory framework for public administration (LTFP) approved by law No. 35/2014 of 20 June and article 12-E of the ECPDESP, in order to be eligible for application, applicants must meet all the following criteria:
    - Having completed eighteen years of age;
    - Not being hindered from performing public duties or from performing the duties of the position they are applying for;

- Having the physical fitness and the psychological profile required to perform the duties of the position they are applying for;
- Having complied with the compulsory vaccination schedule.

5.2 - In accordance with article 17 of the ECPDESP, in order to be eligible to apply to the present procedure, the applicants must hold a PhD degree or the title of specialist lecturer in the subject area concerned or in a related area.

5.3 - Applicants with foreign qualifications must provide evidence of formal recognition, equivalence or register of the doctoral degree, in accordance with applicable law.

## 6. Application procedures:

6.1- Applications should preferably be submitted via e-mail to [procedimentosconcursais@ipt.pt](mailto:procedimentosconcursais@ipt.pt) or by registered mail with return receipt addressed to the Human Resources Division of the Instituto Politécnico de Tomar, Estrada da Serra, Quinta do Contador, 2300-313 Tomar, by the deadline for the submission of applications referred to in No. 1 of the present notice. The date written on the register shall be considered as the date of submission for the purposes of complying with the deadline referred to in the previous paragraph.

6.2 - Applications are subject to formal request and approval by the President of the Instituto Politécnico de Tomar and must include: applicant's full name, place and date of birth, gender, nationality, ID card number, tax ID number, postal code, e-mail, phone number, academic qualifications, current job category and position (if applicable), identification of the position the applicant is applying for, number of notice, and number and date of the official gazette (Diário da República) in which the list of required documents was published.

6.3 - Applicants must enclose, with their application, the following documents duly numbered and identified:

- a) Copy of professional and academic certificates or other legally recognised documents proving award of a doctoral degree or a specialist lecturer title in the subject area concerned, which in the case of foreign qualifications shall include proof of recognition, equivalence or register of the doctoral degree pursuant to applicable law.
- b) Criminal record certificate attesting that they are not hindered from performing public duties or from performing the duties of the position they are applying for;
- c) Certificate of physical fitness and psychological profile required to perform the duties concerned;
- d) Up-to-date vaccination certificate;
- e) *Curriculum vitae* duly signed and dated, organised according to selection and ranking criteria and overall grading system set out in section 7 of this public notice;
- f) Documentary evidence of the information included in the CV.

6.4 – The documents referred to in paragraphs b), c), and d) may be replaced by a declaration on oath where the applicants declare their position regarding each of those paragraphs.

6.5 - Applicants serving at IPT shall be exempted from submitting the documents referred to in paragraph f) provided that they clearly state in the formal request that they are stored in their personal files.

6.6 - The documents must be submitted in Portuguese or English (or exceptionally in another foreign language by decision of the panel, in which case a translation may be required).

6.7 - Failure to submit the documents required herein or its submission after the deadline stipulated in section 1 of this notice will cause the application to be rejected.

6.8 - Failure to submit documents supporting the information provided in the CV will result in those elements not being considered.

6.9 - Provision of fake documents determines immediate withdrawal from the application process and notification to the competent authority for criminal proceedings.

6.10 - The documents provided by the applicants shall be returned to them upon request within a year after termination of the present procedure, except if judicial review proceedings are instituted, in which case the requested documents will only be returned after final judgement has been issued by the court.

6.11 - The application and accompanying documents shall be submitted in digital format or paper format. Each applicant may submit only one copy of his/her application and accompanying documents, and it is assumed that the applicant permits the duplication of his/her application and supporting documents, either as a hard copy or digital file for the exclusive use of each member of the panel.

## **7 - Assessment parameters, selection methods/criteria and scoring system:**

7.1 – Scoring grid: applicants are ranked based on the information provided in the CV and documentary evidence using the scoring grid as follows:

**Application for the position of Assistant Professor, Business Science Department**  
**Subject Area of Finance**

Parameter	Points (maximum)	Items	Points (maximum)	Sub-items	Score	
1. Technical-Scientific and Professional (TCP)	100	1.1 - Funded R&D projects	20	Members of research units funded by the FCT with minimum score of Very Good	1/year	
				For every active participation in R&D project in the subject area concerned or a related area	4/project acting as Main Researcher or co-responsible; 3/project as Researcher	
		1.2 - Scientific output	40		For every book chapter published with peer review	10/book; 6/chapter
					For every research paper published in a national or foreign scientific journal with peer review indexed in SCOPUS or WOS	8/paper
					For every research paper presented at a national conference or meeting and published in the proceedings after peer review	3/paper
					For every paper published in a technical/professional journal	1/paper
					For every oral presentation delivered as part of a conference, scientific meeting or seminar	1/presentation; 1/poster
		1.3-Supervision of theses/dissertations/projects	15		For every supervision or co-supervision of a doctoral thesis, already completed	6/supervision
					For every supervision or co-supervision of a dissertation, project or final report as part of a master's degree, already completed	4/supervision
					For every supervision or co-supervision of projects or final reports of bachelor's degrees (licenciaturas) already completed	2/supervision
		1.4 - Participation in tenure and promotion panels as examiner	10		For every participation as examiner in panels formed to assess public defences of doctoral theses	2/participation
					For every participation as examiner in panels formed to assess public defences of master's dissertations or those required for the title of specialist	1/participation
					For every participation in panels formed to assess a project or internship report required to complete the bachelor's degree ( <i>licenciatura</i> ) or foundation degree ( <i>cTeSP</i> )	0.25/participation
		1.5 - Professional activities relevant to the area	15		For every full year of professional activity other than teaching	5/year
		2. Pedagogic Capacity (CP)	100	2.1 - Teaching Experience	70	Professional and teaching experience in polytechnic or university institutions (for every full year of full-time equivalent work in HE institutions)
Coordination of course units/modules in the subject area concerned or related area	2.5 per course unit/module					
Teaching of different course units/modules in the subject area concerned or related area	2.5 per course unit/module					
20	Teaching materials produced				2 per every material produced by the applicant and made available beforehand	
10	Refresher and re-training courses				0.625/hour	
3. Other relevant activities (AR)	100	3.1 - Managerial and leadership positions	40	For every year in office as members of governing bodies or organisational units within higher education institutions (Head or deputy director of a Department)	5/year if Head; 3/year if deputy director	
				For every year as programme director	3/year	
				For every year as heads of units within HE institutions such as offices, laboratories, etc.	2.5/year	
				For every year in office as members of committees (CTC, CP)	3/year/ committee if chairman; 2.5/year/committee if vice-chairman	
		3.2 - Membership of statutory bodies	30	For every one-year term of office as member of a statutory body	1.5/year/body if secretary; 1/year/body if member	
		3.3 – Event organisation	10	Chair of technical-scientific and technical-professional congresses/seminars	1/event	
				Member of organising committees of technical-scientific and Technical-professional congresses/seminars	0.5/event	
				Member of scientific committees of technical-scientific and technical-professional congresses/seminars	0.5/event	
		3.4 – Community extension services	10	Participation in community extension projects or activities	1/participation	
		3.5 – Membership of non-teaching staff review panels	10	Non-teaching staff review panels	1.5/panel if secretary; 1/panel if member	

7.2 - The final score (CF), on a scale from 0 to 100 points, will be calculated using the following formula:  $CF = (0,50DTCP+0,35CP+0,15AR)$  where the applicants obtaining an overall score of at least 50 points will pass with absolute merit and those who do not reach that score will fail. Where the final scores of all applicants are lower than 50 points, the panel may reserve the right to change this minimum pass score. All results will be displayed with one decimal place.

7.3 – The applicant who receives the highest score will be the one selected.

7.4 - In the event of a tie between the applicants, after the final score has been calculated, the following tiebreakers will be applied:

- 1) Best score obtained in the Technical, Scientific and Professional (TCP) criterion;
- 2) If the tie remains, the best score obtained in the Pedagogical Capacity (CP) criterion;
- 3) If the tie remains, the highest number of complete years of full-time work in higher education institutions;

8 - Public hearing: the selection panel may require public hearings as set out in article 15(5b) of IPT regulations on faculty recruitment and selection.

9 - The documents related to this procedure will be available for consultation in the Human Resources division of the Instituto Politécnico de Tomar, in its Campus at Estrada da Serra, Quinta do Contador, Tomar.

10 - Panel Composition

**Chairman:** Francisco Paulo Vilhena Antunes Bernardino Carvalho, Head of Tomar Business School (ESGT) of the Instituto Politécnico de Tomar

**Permanent Members:**

António José Santos Mourão Lourenço, Full Professor (Professor Coordenador) at Escola Superior de Gestão e Tecnologia - Instituto Politécnico de Santarém

Francisco José Alegria Carreira, Full Professor with Tenure (Professor Coordenador Principal) at Escola Superior de Ciências Empresariais - Instituto Politécnico de Setúbal;

Maria da Conceição de Jesus Fortunato, Full Professor (Professora Coordenadora) at Escola Superior de Gestão - Instituto Politécnico de Tomar;

Pedro Manuel Rodrigues de Carvalho, Full Professor (Professor Coordenador) at Escola Superior de Gestão - Instituto Politécnico de Castelo Branco

Rute Maria Gomes Abreu, Full Professor (Professora Coordenadora) at Escola Superior de Tecnologia e Gestão - Instituto Politécnico da Guarda.

**Substitute Members:**

Elisabete Fátima Simões Vieira, Full Professor (Professora Coordenadora) at Instituto Superior de Contabilidade e Administração - Universidade de Aveiro;

João Paulo da Torre Vieito, Full Professor with Habilitation (Professor Coordenador com agregação) da Escola Superior de Ciências Empresariais - Instituto Politécnico de Viana do Castelo.

11 - On compliance of Article 9(h) of the Constitution of the Portuguese Republic, Public Administration as a major employer actively promotes a gender equality policy as regards access to employment and professional development making all effort to avoid any form of discrimination.

12 - This call for applications will be advertised on the public job listing *Bolsa de Emprego Público (BEP)*, on the website of the Foundation for Science and Technology, in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, in accordance with article 29(B) of the ECPDESP.

Tomar, 17 March 2021.

The President of IPT, João Paulo Pereira de Freitas Coroado